

## **Assistant Director**

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. This does not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function.

1. Ensure an exceptional library experience by greeting, assisting, instructing, and promoting library services to patrons in a positive and pleasant manner.
2. Work closely with the Library Director in planning library objectives and services and in recommending policy.
3. Assume responsibility for library operations in the absence of the Director.
4. Promote library services through social media and management of the website and blog.
5. Oversee and direct the efforts of library volunteers.
6. Organize and provide readers advisory services for youth and instruct staff in providing quality readers advisory assistance to young library members and their caregivers.
7. Participate in collection merchandising by identifying trends to support popular-browsing collection and seasonal displays.
8. Supervise Library Aides and ensure that the collection is neatly maintained and in good order.
9. Assist the Director in handling patron complaints. Investigate and respond to patron queries regarding services or policies.
10. Oversee the Library's Interlibrary Loan system: Train staff, troubleshoot and maintain workflow.
11. Oversee and evaluate all library programs and outreach services.
12. Instruct patrons in the use of the library and its resources
13. Keep abreast of modern developments in library science, new administrative techniques and children's materials through research, continued education and profession growth. Attend conferences, workshops, and seminars as appropriate.
14. Encourage, establish and maintain effective working relationships with the library director, coworkers, volunteers, other community agencies and the public.
15. Serve as representative to specialized community and professional groups.
16. Perform related work as required.

### **Required Knowledge, Skills, Abilities & Minimum Requirements:**

1. High school diploma.
2. Previous experience working in a public library setting.
3. Basic knowledge of the principles, practices and procedures of professional library administration including personnel administration, budgeting, grants administration, and program planning.
4. Thorough knowledge of children's literature, library collection and selection techniques.
5. Knowledge of public relations techniques and events planning.

6. Ability to maintain records and prepare reports.
7. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, other administrators, board members, and the public.
8. Ability to instruct patrons on proper use of library equipment.
9. Ability to effectively communicate ideas and concepts orally and in writing, and make presentations in the public forum.
10. Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
11. Ability to adapt to changes in technology, patron expectations and community needs.
12. Ability to use basic office equipment, audio-visual equipment, and various computer programs, including word processing, spreadsheets, databases, and the internet.
13. Ability to work under stress with frequent interruptions and changes in work priorities.
14. Ability to adapt to changes in technology, patron expectations and community needs.
15. Ability to work a varied schedule including nights and weekends.

**Physical Demands and the Work Environment:**

1. Visual acuity is necessary to view a computer screen and written materials.
2. Regularly required to communicate with others in person and on the telephone.
3. Manual dexterity and sufficient computer skills to effectively access information on the computer.
4. Ability to access and retrieve books and other materials that vary in weight, size and shape and may be located at heights from floor level to over-head level.
5. Ability to lift and/or move items up to 25 lbs.
6. Ability to stand, walk, bend, kneel, crawl, reach, balance and sit.
7. Ability to stand or sit for extended periods of time at a busy circulation desk.
8. Ability to work nights and weekends.